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TAB B

Proposed Amendment - CIA Regulation

25X1

Incidental Travel at Posts of Duty

A. As a general rule, government or public (street car, bus, etc.) transportation shall be used for travel at an employee's post of duty. Employees may travel by taxi or personal automobile, as provided in the Standardized Government Travel Regulations, where such travel is authorized or approved as advantageous to the Government, in terms of the press of business, relative time and expense of the various means of transportation, value to the Agency of the employee's time, protection of security, and other factors.

B. Reimbursement for travel by taxi without prior written orders shall be limited to the metropolitan area of an employee's post of duty except as may be specially authorized or approved in individual cases to meet emergency situations. Reimbursement for travel by private automobile shall normally be made only where the travel was made pursuant to a travel order or prior authorization. Reimbursement for private automobile travel shall be made on a mileage basis in lieu of actual cost.

C. Agency Form No.       , "Claim and Receipt Chit" may be submitted for reimbursement for incidental travel by taxi or public transportation performed by an employee at his post of duty. To expedite the handling of such claims, the Comptroller may establish petty cash funds in the Transportation Division and elsewhere for the processing of such claims.

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